

TAHOE-TRUCKEE SANITATION AGENCY
Class Specification

Job Title: Purchasing Agent I/II

Department: Administrative Services

FLSA Status: NON EXEMPT

Revised as of: 12/2020

DEFINITION

Performs a variety of responsible technical administrative functions in support of the Agency's purchasing activities; prepares, coordinates and monitors purchasing agreements; and provides general administrative support, as assigned.

DISTINGUISHING CHARACTERISTICS

Purchasing Agent I - This is the entry level class in the Purchasing Agent series. Positions in this class typically require little directly related work experience. The Purchasing Agent I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Purchasing Agent II - This is the journey level class in the Purchasing Agent series and is distinguished from the I level by the assignment and satisfactory performance of the full range of duties. Employees at this level receive relatively less instruction or assistance, as employees at this level are expected to be fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level once the incumbent meets the qualification standards of the II level, demonstrates an ability to perform the full scope of the work, and otherwise meets performance standards.

SUPERVISION RECEIVED AND EXERCISED

Purchasing Agent I

Reports directly to, and receives immediate supervision from the Finance and Administrative Department Manager.

Purchasing Agent II

Reports directly to, and receives general supervision from the Finance and Administrative Department Manager.

JOB TITLE: Purchasing Agent I/II

EXAMPLES OF DUTIES: *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

- Acts as a receptionist; answers phones; assists with answering inquiries from the general public in person, on the phone, via mail or by email; researches and provides information on billing, departmental or unit policies, procedures; takes and processes customer payments; confirms information; and processes other requests as required.
- Coordinates the purchasing and procurement process; prepares purchase orders; receives, records and posts requisitions; expedites urgent orders as necessary.
- Contacts suppliers for pricing and availability of items and materials; participates in the selection of suppliers; researches alternate sources of items and materials, as needed.
- Computes costs; routes documents for approval; generates purchase orders; meets with sales representatives as necessary.
- Prepares, monitors and tracks a variety purchasing agreements, and other documents, reports and orders.
- Coordinates with maintenance to tag Agency assets and maintain inventory.
- Receives and responds to customer inquiries and questions regarding bills; process payments; researches and resolves payment discrepancies and customer complaints.
- Responds to requests for documentation related to assigned area of responsibilities; develops, explains and interprets policies and procedures.
- Drafts correspondence, prepares orders, forms, and documentation.
- May receive and respond to billing and general questions.
- Compiles and verifies information; prepares, proofreads, and distributes a variety of documents which may include reports, memoranda, forms, applications, correspondence, agendas, minutes, flyers, charts, meeting handouts, and/or other items, as assigned.
- Maintains physical and electronic filing and records systems and logs; scans and copies documents and files; ensures accuracy of files and records; updates information as needed; keeps reference materials up to date, as assigned. May also establish a wide variety of filing and reporting systems as necessary; develops record keeping procedures.
- Assists in the conduct of studies, special projects, administrative and technical functions; performs data collection, research and analysis; prepares draft reports and technical documents.
- Establishes and maintains systems related to assigned technical area of responsibility; monitors area activities and reports progress as required.
- Ensures areas of responsibilities are in compliance with related laws, codes, ordinances, and legislation; advise staff of any irregularities in compliance.
- Receives, opens and date stamps and distributes mail.
- Establishes and maintains a wide variety of filing and reporting systems as necessary; develops record keeping procedures.
- Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.

JOB TITLE: Purchasing Agent I/II

- Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Performs related duties as assigned.

QUALIFICATIONS

Purchasing Agent I

Knowledge of:

- Modern office practices, methods, and computer equipment including relevant software programs.
- Principles and practices of administrative office functions including file management.
- Methods and procedures of basic mathematics and computations of prices.
- Operation of office equipment including personal computers, fax machines, copiers, printers, telephones, voicemail and e-mail systems, etc.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of customer service.

Ability to:

- Learn to prepare, coordinate and monitor/track purchasing/procurement agreements and other documents, reports and orders.
- On an ongoing basis, know, understand and perform operations; know all requirements and essential aspects of the job; observe and analyze and propose solutions to problems; review, analyze and interpret documents and information, remember instructions; and communicate tasks or projects to others.
- Learn, interpret, apply and explain Agency policies and procedures related to procurement of supplies, materials and professional services.
- Accurately compute costs.
- Learn to review bids for compliance with Agency needs, requirements and policies.
- Understand and carry out oral and written instructions, and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.

JOB TITLE: Purchasing Agent I/II

- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishment of Agency goals, objectives and activities.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible administrative support or technical experience including customer service.

Education:

Equivalent to completion of twelfth grade required with additional college courses in accounting, business, finance or a related field desirable.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is desirable.

Purchasing Agent II

Knowledge of:

- Methods and procedures of purchase agreement development and administration.
- Principles and practices of intermediate analytical research and project coordination.
- Methods and procedures for conducting research, ordering, purchasing and procurement processes, bid processes and purchase agreements.
- Methods and procedures of purchase agreement development and administration.

Ability to:

- Review bids for compliance with Agency needs, requirements and policies.
- Conduct research, prepare, coordinate and monitor/track purchasing/procurement agreements and bids, and other documents, reports and orders.
- Coordinate, monitor and implement special projects.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

JOB TITLE: Purchasing Agent I/II

Experience:

Two years of experience similar to Purchasing Agent I with T-TSA.

Education:

Equivalent to completion of twelfth grade required with additional college courses in accounting, business, finance or a related field desirable.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is desirable.

PHYSICAL REQUIREMENTS (for Purchasing Agent I and II)

Work effectively at desk, table or counter for long periods of time; intermittently move around the office while performing work activities and to reach needed items; manipulate and file documents; operate and adjust office equipment; manipulate, activate, operate and adjust equipment; ascend and descend ladders or step stools to reach equipment or other items and to access areas out of reach; and move or transport weight of 20 pounds or less.

WORKING/ENVIRONMENTAL CONDITIONS (for Purchasing Agent I and II)

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment.